


Additional Psychological or Psychiatric Services

Forms used to request prior authorization for additional psychiatric or psychological visits in excess of the 24 visits allowed per calendar year without prior authorization.

Section Description	Instructions
Member and Provider Information	
Member Information and Provider information is system populated based on member and provider IDs entered.	N/A
Contact Information	
Provider contact information is populated by the system in this section.	1. Enter contact information that is missing or change information that is incorrect (email is optional).
Request Information	
This section captures place of service, the type of release of information consent, number of office visits requested, and confirmation of request in excess of 24 visits.	2. Place of Service: Click the <i>Office</i> or <i>Other</i> button to denote the service location. 3. Release of Info Code: Select the type of release of information consent related to the request. If not known, select Plan Sponsor. 4. Number of Visits Requested: Enter the number of additional visits requested in whole numbers only. 5. Indicate whether or not the request is for additional visits beyond the 24 visits permitted without PA by selecting <i>Yes</i> or <i>No</i> . If you respond <i>No</i> , it means that the member has not used up the 24 visits. PA is not required until the 24 visits are used.
Diagnosis	
This section captures the member's diagnosis or diagnoses related to the additional psych visits request.	6. ICD-9 Diagnosis: Enter the primary ICD-9 Diagnosis code in the ICD-9 box. Include a decimal point if part of the diagnosis; OR search for  the diagnosis and the system will insert. 7. Diagnosis Date: Enter the date that the diagnosis was determined in the date box. 8. Primary DX: Denote the diagnosis as primary by clicking the primary checkbox. 9. Click ADD to add the diagnosis code to the request. 10. Follow the same process to add other diagnosis codes.
Procedures	
Psychological or psychiatric procedure information is captured in this section including: CPT Code, Description, and From and To Dates of service.	11. CPT Code: Enter the procedure code for the psychological or psychiatric service requested in the 'CPT Code' box. Only the following codes may be entered: 96101; 90804; 90853. The system inserts the code description. 12. Dates of Service: In the 'From Date' box, enter the date of the first visit related to the request. In the 'To Date' box, enter the date of the last visit related to the request. The 'To Date' should not be beyond 12/31 of the current calendar year. 13. Modifiers are not required. 14. Click ADD to add the procedure to the request. 15. Follow the same process to add other procedures.

Member Retro Eligibility	
This question refers to members who received retrospective Medicaid eligibility for the request date of service.	16. Click Yes if the member has retro eligibility for the request date of service.
Progress to Date	
This section documents the member's treatment progress to current date.	17. Enter a summary of the member's psychological history and treatment progress to date including level of compliance with treatment
Anticipated Goals	
This section captures the goals of the additional services requested.	18. Enter a description of the expected outcome for additional services.
Current Clinical Information	
This section documents the member's current Global Assessment of Functioning (GAF) score; and the member's current conditions/symptoms.	19. GAF: Enter the current score in the box provided. 20. Conditions/Symptoms: Select the emotional/behavioral symptoms or situational conditions that apply to the patient by clicking the checkboxes. Select all that apply. If 'Other' is selected, an explanation is required in the textbox provided.
Justification for Additional Services	
This section documents the medical necessity of the additional services.	21. Describe the additional services and why the services are needed in the text box provided.
<p>When all information entered:</p> <p>Click Review Request</p> <p>Click I Agree to the attestation statement</p> <p>Review the request for accuracy</p> <p>Click Edit Request to correct data or add more data</p> <p>Click Submit Request to submit</p>	